



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

September 28, 2016

Closing Date: October 4, 2016

(Position will close after five working days from date of listing or until filled.  
Application review will begin on October 5, 2016).

Title: ADE APSCN FIELD ANALYST

Position Number: 2208-2695

Grade: C121

Arkansas Public School Computer Network (APSCN)

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### **DUTIES:**

This position will be responsible for supervising school districts and charter schools using the APSCN student management system (SMS); provide technical assistance, support and training to users of the automated SMS system; provide training and support to districts submitting data on the statewide report system to ADE and for creating and running reports through the statewide data system using the Cognos reporting tool. This position will cover the Great Rivers and Arkansas Rivers Education Cooperatives.

### **SPECIAL REQUIREMENTS:**

A general knowledge of public school procedures involving student registration, attendance, scheduling and report cards. Knowledge of automated student information computer systems, and good verbal and written communication skills. Overnight in-state travel is required.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in education, business, or a related field; or the formal education equivalent of an associate's degree in education, business, or related field, plus two years of experience in a program area or related field; or the equivalent of a high school education with five years of experience in an educational institution, or business management position. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.